

College Goal Alaska
Site Coordinator Checklist

Task	Approx. Timeline	Due Date	Status/Notes
Meeting date! Introductions/Kick-Off/The CGA web site		15-Sep	
Watch recorded new site orientation, if applicable			posted mid-Sept.
Confirm site venue (apply for permits if needed)	<i>4-12 weeks before event</i>		
Confirm FAFSA expert (if applicable) and register online	<i>4-12 weeks before event</i>		
Confirm final volunteers and register volunteers online	<i>4-12 weeks before event</i>		
Submit expense request online (if applicable)	<i>Min. 6 weeks before event</i>		
Ensure your materials request is complete	<i>Min. 4 weeks before event</i>		
Confirm travel arrangements (if applicable)	<i>Min. 2 weeks before event</i>		
Watch recorded "Marketing Your Events" training			posted mid-Sept.
Receive PR package and implement local PR	<i>TBD on date of event</i>		
* make connections at schools			
* reach out to local media			
* post posters in public places			
* distribute postcards in public places			
Order FAFSA on the Web worksheets, if desired	<i>October 1-7</i>		
Review FAFSA videos and Financial Aid presentation		Early-mid Oct	posted early Oct.
Review event materials/quantity	<i>As they come in</i>		
<i>remember you must use the official, provided, sign-in sheets</i>			
<i>and official online evaluation</i>			
Test run	<i>1-2 days before event</i>		
* test AV equipment (if applicable)			
* review on-site equipment/furnishings and test set-up			
Day of Event	Oct-March		
OPTIONAL: Check in live with your fellow coordinators and ACPE staff throughout the planning process:			
Meeting date! Check-in Option 1		27-Oct	
Meeting date! Check-in Option 2		17-Nov	
Meeting date! Check-in Option 3		8-Dec	
Meeting date! Check-in Option 4		12-Jan	

Meeting date! Check-in Option 5

Meeting date! Check-in Option 6

Meeting date! Wrap-Up and Sharing

9-Feb

9-Mar

6-Apr

Alaska 2017

History and Timeline

Links

<http://acpe.alaska.gov/Portals/0/CGA/NewSite.mp4>

http://acpe.alaska.gov/PLANNING/Education_Planning/College_Goal_Alaska

https://docs.google.com/forms/d/e/1FAIpQLSex3L41gGVonTQ1zvRO5WgpGPtkbB8g19BKdprpQlfbLNw_4Q/viewform

http://acpe.alaska.gov/PLANNING/Education_Planning/College_Goal_Alaska/Site_Coordinators

available in late October

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